

Connecticut State Department of Education

Division of Teaching and Learning Programs and Services

Bureau of Early Childhood, Career and Adult Education

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MEMORANDUM

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TO: Adult Education Directors
Federal Funded Grantees
Cooperating Eligible Entities

FROM: Paul F. Flinter, Acting Chief

DATE: May 17, 2004

SUBJECT: Adult Education Operational Memorandum #10-04

- Pending Move
- Directors Forum
- Program Improvement Projects
- Professional Development

Pending Move

As part of the continuing reorganization of the Department, the adult education unit will be moving on May 25, 2004. The unit will still be located in Middletown but will be relocating to the other side of the building. Please be patient if during this time you have difficulty reaching staff. We appreciate your cooperation on this matter. Should you have questions please contact me at (860) 807-2150.

Directors' Meeting

The final Directors' Forum of this fiscal year will be held on June 4 at 1:00 p.m. at CREC. The tentative agenda will include the following:

- CAACE annual meeting and election of officers for next year
- Updates on the following:
 - Program Improvement Projects
 - Professional Development
 - Adult Education Program Profile
 - Negotiated Performance Percentages
 - State Grant
 - Writing
 - Workplace
- Adult Training and Development Network Report

Program Improvement Projects

A total of 122 proposals were received in response to the PIP Request for Proposals. This is the largest number of requests for funding we have ever received and includes organizations that have not applied for federal adult education funding in the past. The organizations include Local Education Agencies, Regional Education Service Centers, Community Colleges, Vocational Technical Schools, Faith Based Organizations, Community Based Organizations and a One Stop Center Provider. The following is a breakdown by category.

- Workforce Preparation – 33 proposals
- Workplace Education – 10 proposals
- Family Literacy – 18 proposals
- Transition to Post-Secondary Education – 13 proposals
- Technology III – A (9 proposals) and B (14 proposals)
- English Language Acquisition – 23 proposals
- Adult Virtual High School – 1 proposal

Proposals are currently being reviewed and rated by peer readers. Once the scores are received, they will be checked and an internal review will take place to ensure that those who received the highest ratings also meet the requirements of the Department and the RFP. This process, as you can imagine, is complicated by the large number of proposals that have been received. Thank you in advance for your patience while we complete the funding decision process. We will let you know as soon as possible and hope to be able to issue grant award letters for July 1.

Professional Development

As you may recall, the districts that were selected for Site-Based Professional Development were outlined in the Operational Memorandum dated March 16th. Adult Education staff and ATDN trainers are in the process of scheduling and meeting with directors and key staff from those districts.

The sequence of events in terms of the Regional Professional Development component is as follows: The adult education staff and the ATDN trainers involved in this project (Kathy, Don and Melissa) are reviewing the ED 244 Professional Development page to determine common themes. Kathy, Don, or Melissa will be sending out a generic survey to the regional programs which delineates the themes in a given region and asking those programs to prioritize the areas of interest. Once this data is collected, they will proceed to move the process forward.

Regional Professional Development activities will occur by SDA.

Northwest SDA: Cheshire, EDCONN, Naugatuck, New Milford

South Central SDA: East Haven, ERACE, Hamden, Milford, North Haven, Wallingford, West Haven, Region #5

Southwest SDA: Fairfield, Greenwich, Stratford, Trumbull, Valley, Westport

North Central SDA: Berlin, Bloomfield, Bristol, CREC, East Hartford, Enfield, Farmington, Newington, Plainville, Simsbury, Southington, Wethersfield, West Hartford, Windsor, Windsor Locks

I am looking forward to meeting many of you at the June 4, Directors' forum. My best wishes for this busy graduation season, and a healthy, happy, and safe summer.

cc: Adult Education Unit
Mitzy Vaninetti